

**TEACHING SERVICE COMMISSION****TEACHERS' RECORD OF APPOINTMENT/INTENTION**

Instructions: All current Serving Teachers must use this form to apply by expression their intention of appointment for following year together with all TSC Form 28,29,30 for effective teacher appointment management

Filing Context (Tick Box):

☐ Start of the School Year ☐ Relocation During School Year ☐ Change of Position with Same School

1. Personal Details

Name: Surname:
File No:
Status: ☐ Continuing ☐ New Commencement ☐ Re-Admission ☐ Contract ☐ Volunteer

2. Position Details -Current Tenure/Acting

School Name: Location Code: Position No:
Commencement Date: Level: Designation (e.g Head Teacher:

3. Specify your Intention- Remain on Current Position/ Transfer out Specify**3.1 Transfer: To Different Position: Specify Position**

School Name: Location Code: Position No:
Commencement Date: Level:
Reasons to transfer:

3.2 Transfer Out/Exit:

Transfer out of Province Name: Status(Continue/Leave):
If Exit Specify_Sick Leave/Maternity Leave/Furlough leave/Study Leave/Resign/Retire:

4. Teacher Declaration

I acknowledge that my intention specified above will be fully complied by me in accordance with the Teaching Services Act.

Teacher Signature: Date:

5. Verification Signatures

Provincial Authority Approve/ Not Approve: Date:

Comments:

TSC Approval: Date:

Payroll Occupancy Update.(Acting/Sub)_Date of Update :

OIC Salaries: